

# County of Bernalillo

## State of New Mexico

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## Purchasing Department

ONE CIVIC PLAZA, N.W.  
ALBUQUERQUE, NM 87102  
(505) 768-4013  
FAX (505) 768-4067

Date: September 20, 2006

Attn: All Prospective Offerors

From: Mary Rios, Buyer II

**Subj:** Request for Proposal (RFP) #07-07-MR  
Recording and Transcription Services

The Bernalillo County Purchasing Department, on behalf of the Clerk's Office is seeking proposals from prospective Offerors for Recording and Transcription Services.

For pertinent RFP documents, including the Scope of Services and the proposed contract documents pertaining to this solicitation, prospective Offerors are invited to contact Annie Baca, at (505) 768-4013, or by e-mail [acbaca@bernco.gov](mailto:acbaca@bernco.gov). There is no cost for proposal documents for firms that have paid a \$50 calendar-year registration fee. Interested parties are welcome to register and pay the required fee or pay 50 cents per page.

A non-mandatory pre-proposal conference will be held on September 26, 2006 @ 10:00 am (local time), at the Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, 10<sup>th</sup> Floor, Purchasing Conference Room, Albuquerque, New Mexico. Prospective Offerors are encouraged to attend the non-mandatory pre-proposal meeting. Questions prior to pre-proposal are encouraged. Please fax written questions to Mary Rios, Buyer II at 505-768-4067 or e-mail to [mios@bernco.gov](mailto:mios@bernco.gov) prior to the pre-proposal conference.

Sealed proposal submittals will be accepted by the Purchasing Department until **4:00 p.m.**, local time, **October 12 2006** and addressed to the Purchasing Department, Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, 10th Floor, Room 10010, Albuquerque, New Mexico 87102. Delivery of proposal(s) is the sole responsibility of the offeror. The Purchasing Department will date and time stamp the sealed envelope upon receipt.

cc: RFP# 07-07-MR, File Copy